Hillsborough County
Admin Action Plan

The purpose of the Program Administrative Costs (PACs) Action Plan for the 2024 Community Development Block Grant – Disaster Recovery (CDBG-DR) is to begin using funds for allowable administrative activities prior to the submission of the full program Action Plan at a later date. This will allow Hillsborough County as the administering agency to initiate planning activities, coordinate with eligible units of local government, procure, and utilize consulting assistance for the creation of the CDBG-DR Action Plan, and general administrative assistance for the program.

I. General Information for Admin Action Plan Submission

Grantee Name:	Hillsborough County BOCC
Date Plan Submitted:	3/18/2025
Total Grant Amount:	$709,324,000
Total Amount of PACs Budgeted:	$35,466,200
Grantee Contact (Name):	Cheryl Howell
Grantee Contact (Email/Phone):	813.274.6673 howellch@hcfl.gov
HUD Contact (Name):	Sherry Copeland
HUD Contact (Email/Phone):	sherry.l.copeland@hud.gov

II. Proposed Allocation of Funds

Instructions:

The Disaster Relief Supplemental Appropriations Act 2025 (Public Law 118-158) approved on December 21, 2024, allocated $709,324,000 of CDBG-DR funds to Hillsborough County. Up to 5% ($35,466,200) of the total allocation may be used for the administration of the program. Administration costs are necessary to support expenses related to administrative activities and include Action Plan development, community engagement, overall grant management, compliance and monitoring, and other costs specified as eligible administrative expenses in 24 CFR 570.206. Under the PACs Action Plan Hillsborough County is proposing to receive access to the full 5% or $35,466,200 for the following allowable administrative activities:

Program Administration Activity/Activities	Criteria for Eligibility (e.g., 24 CFR 570.206(a))	Budget/Allocation
Total (Amount up to 5% of grant total) • Staff time, administrative costs, and consulting fees associated with the development, oversight and management of the Action Plan and general CDBG-DR grant set-up including financial certifications, capacity assessment and implementation plan, including any indirect cost associated with the administering of funds. • Staff time, administrative costs, and other expenses associated with the development of the request for proposal (RFP) documentation to procure qualified third-party vendors to assist with the development of the Action Plan and the administration of the grant program. Advertising and publication costs associated with the solicitation may be included. • Staff time, administrative costs and other expenses associated with activities and services for Action Plan drafting, public engagement, and all associated technical assistance support. • Staff time, administrative costs, and other expenses associated with the design, development, review and implementation of resilience, mitigation, and all eligible recovery programs and activities.		$35,466,200

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 PAC's, 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 includes any substantial amendments to the Admin Action Plan.

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

https://hcfl.gov/residents/stay-safe/storm-recovery-resources/disaster-recovery-grant/administrative-action-plan

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	☐

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 include 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 persons.
   (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:
(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	☐

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.

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Signature of Certifying Official (Date)

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Printed Name of Certifying Official (Date)