



County Administration  
Government Relations  
1112 Manatee Avenue West  
Bradenton, FL 34205  
Phone: (941) 748-4501 Ext. 3769  
[mymanatee.org](http://mymanatee.org)

# Community Development Block Grant Disaster Recovery (CDBG-DR) *Administrative Action Plan*

Manatee County, Florida

April 2025

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CAROL ANN  
FELTS  
*District 1*

AMANDA  
BALLARD  
*District 2*

TAL  
SIDDIQUE  
*District 3*

MIKE  
RAHN  
*District 4*

DR. BOB  
MCCANN  
*District 5*

JASON  
BEARDEN  
*At Large*

GEORGE W.  
KRUSE  
*At Large*

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## Background

The purpose of this Administrative Action Plan (AAP) for the Community Development Block Grant Disaster Recovery (CDBG-DR) program is to enable Manatee County (County) to access and begin using funds for allowable administrative activities prior to the submission of the full program Action Plan.

This will allow the County, as the grantee, to initiate planning activities, coordinate with units of local government within the County, procure and utilize consulting assistance for development of the CDBG-DR Action Plan, and begin general administrative tasks for the program.

General Information for Administrative Action Plan Submission	
Grantee Name	Manatee County
State	Florida
Date Plan Submitted	March 31, 2025
Total Grant Amount	\$252,711,000
Total Amount of Program Administrative Costs Budgeted (5% of grant)	\$12,635,550
Grantee Contact (Name)	Michele R. Davis-Farnham, Grant Administration Division Manager
Grantee Contact (Email/Phone)	michele.davis@mymanatee.org, (941) 748-4501, Ext. 3769
HUD Contact (Name)	Cyntoria D. Thomas, Community Planning and Development Representative
HUD Contact (Email/Phone)	<a href="mailto:Cyntoria.D.Thomas@hud.gov">Cyntoria.D.Thomas@hud.gov</a> , (904) 877-3737

## Comment Period and Public Notices

Normally, a grantee must publish for public comment any proposed action plan and substantial amendments to the plan. However, because the Administrative Action Plan will only include program administrative costs, and to allow for a more streamlined process and timely awarding of grants, HUD does not require a public comment period for the AAP.<sup>1</sup>

However, residents with concerns or questions about the AAP and the use of CDBG-DR administrative funds are encouraged to contact the County via the following methods:

**Email:** [cdbg.dr@mymanatee.org](mailto:cdbg.dr@mymanatee.org)

**Phone:** (941) 742-4787

**Mail:** Manatee County Government Relations

**Attn:** CDBG-DR

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<sup>1</sup> See section I.B.2. of US Department of Housing and Urban Development. *Common Application, Waivers, and Alternative Requirements for Community Development Block Grant Disaster Recovery Grantees: The Universal Notice*. Published January 8, 2025. Updated March 19, 2025 (90 FR 1754). <https://www.hud.gov/sites/default/files/CPD/documents/CDBG-DR/Updated-6489-N-01-CDBG-DR-UN-Compliance-with-Memo-25-02-English-PDF.pdf>.

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Bradenton, FL 34205**

HUD requires that grantees publish the Administrative Action Plan online when it is submitted to HUD. The manner of publication of the Administrative Action Plan must include prominent posting on the grantee's official disaster recovery website and include any substantial amendments to the Administrative Action Plan. To fulfill this requirement, the County's Administrative Action Plan will be published online at:

<https://www.mymanatee.org/cdbgdr>

There is no due date for the Administrative Action Plan as it is optional and, as such, it may be submitted by the County at any time prior to submission of the grantee's Action Plan addressing the use of the overall CDBG-DR grant. Pursuant to section I.B.2. of HUD's January 8, 2025, Universal Notice (Updated March 19, 2025), HUD will review the Administrative Action Plan or substantial amendment to the Administrative Action Plan within 15 calendar days from the date of receipt and determine whether to approve the Administrative Action Plan.

### Proposed Allocation of Funds

Pursuant to an overall appropriation of \$12 billion by Public Law 118-158,<sup>2</sup> HUD allocated \$252,711,000 to Manatee County in CDBG-DR disaster recovery and mitigation grant funding to meet unmet needs from presidentially declared disasters under FEMA DR-4806-FL (Debby), DR-4828-FL (Helene), and DR-4834-FL (Milton). Up to 5 percent of the total allocation (\$12,635,550) 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.<sup>3</sup>

Under the Administrative Action Plan, Manatee County is proposing to receive access to \$2,527,000 or approximately 20 percent of the overall amount available for administration under the County's CDBG-DR grant. The County recognizes that it must budget available administrative funds over the full six-year life of the grant as established by HUD (see section III.F.1. of HUD's January 8, 2025, Notice) and balance that reality against the fact that higher costs will be incurred during program formulation and launch. It is for this reason that the County is budgeting the requested \$2,527,000 essentially against first year costs.

The requested administrative funds will be for the following allowable administrative activities:

Administrative Activity	Budget Allocation
Staff time, administrative costs, consulting fees, and other expenses associated with the development, oversight and management of the Action Plan and	\$2,527,000

<sup>2</sup> US Department of Housing and Urban Development. *Allocations for Community Development Block Grant Disaster Recovery and Implementation of the CDBG-DR Consolidated Waivers and Alternative Requirements Notice* (UN AAN). Published January 16, 2025 (90 FR 4759). <https://www.govinfo.gov/content/pkg/FR-2025-01-16/pdf/2025-00943.pdf>.

<sup>3</sup> 24 CFR 570.206. *Program administrative costs*. <https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-570/subpart-C/section-570.206>.

general CDBG-DR grant set-up including financial certifications, unmet needs analysis, capacity assessment, and implementation plan.

Staff time, administrative costs and other expenses associated with activities and services for Action Plan drafting, public engagement, and technical assistance support.

Staff time, administrative costs, and other expenses associated with the design, development, review, implementation, and monitoring of resilience and recovery programs and activities.

Other eligible activities as authorized under 24 CFR 570.206 and HUD's Notice of January 8, 2025 (90 FR 1754) (Updated March 19, 2025).

## Appendix A: Certifications

In accordance with Appendix A of HUD's January 8, 2025, Federal Register Notice (90 FR 1754) (Updated March 19, 2025), Manatee County, Florida (Grantee) provides the following certifications with respect to its Administrative Action Plan:

- A. Authority of Grantee:** The Grantee certifies that the Administrative 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.
- B. Consistency with the Action Plan:** The Grantee certifies that activities to be undertaken with CDBG-DR funds are consistent with its Administrative Action Plan.
- C. 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 requirement of 24 CFR 570.486 (except as provided for in waivers and alternative requirements).
- D. 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 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 feasibility 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 recovery 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).

**E. 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.

Further, Manatee County provides assurance that it shall comply with the following certifications:

- A. General Certifications at 24 CFR 91.225(a)(1) and (a)(3).
- B. Community Development Block Grant Program Certifications at 24 CFR 91.225(b)(5), (b)(6), and (b)(8).

<b>Completed certifications attached</b>	<input checked="checked" type="checkbox"/>
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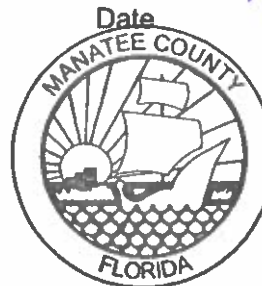
*Warning: Any person who knowingly makes a false claim or statement to HUD may be subject to civil or criminal penalties under 18 U.S.C. 287, 1001, and 31 U.S.C. 3729.*


  
\_\_\_\_\_  
Signature of Certifying Official

George Kruse, Chairperson

\_\_\_\_\_  
Printed Name of Certifying Official

4/15/25  
\_\_\_\_\_  
Date



**ATTEST: MANATEE COUNTY  
CLERK OF CIRCUIT COURT AND  
COUNTY COMPTROLLER**  
BY:   
\_\_\_\_\_  
DEPUTY CLERK

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**\* a. Applicant \* b. Program/Project 

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="2,527,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="2,527,000.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

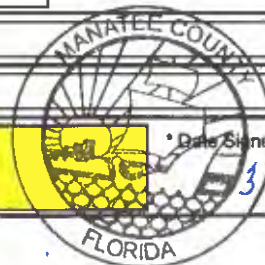
Suffix:

\* Title: \* Telephone Number:  Fax Number: \* Email: \* Signature of Authorized Representative: \* Date Signed: 

ATTEST: MANATEE COUNTY  
CLERK OF CIRCUIT COURT AND  
COUNTY COMPTROLLER

BY: Debra Thorne  
DEPUTY CLERK

George Kruse, Chairman  
MANATEE County Board of County Commissioners





### Application for Federal Assistance SF-424

**\* 1. Type of Submission:**

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

**\* 2. Type of Application:**

- ☒ New  
☐ Continuation  
☐ Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify):**

**\* 3. Date Received:**

03/27/2025

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:**

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:** County of Manatee

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

59-6000727

**\* c. UEI:**

TM1APB6J5TD6

**d. Address:**

\* Street1: 1112 Manatee Ave West

Street2:

\* City: Bradenton

County/Parish:

\* State: FL: Florida

Province:

\* Country: USA: UNITED STATES

\* Zip / Postal Code: 34205-7804

**e. Organizational Unit:**

Department Name:

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: \* First Name: Michele

Middle Name:

\* Last Name: Davis-Farnam

Suffix:

Title: Grants Administration Division Manager

Organizational Affiliation:

\* Telephone Number: 941-392-0444

Fax Number:

\* Email: michele.davis@mymanatee.org

## Application for Federal Assistance SF-424

### \* 9. Type of Applicant 1: Select Applicant Type:

B: County Government

### Type of Applicant 2: Select Applicant Type:

### Type of Applicant 3: Select Applicant Type:

### \* Other (specify):

### \* 10. Name of Federal Agency:

Housing and Urban Development

### 11. Assistance Listing Number:

14.28

### Assistance Listing Title:

Community Development Block Grants/Entitlement Grants

### \* 12. Funding Opportunity Number:

FR-6512-N-01

### \* Title:

Allocations for Community Development Block Grant Disaster Recovery and Implementation of the CDBG-DR Consolidated Waivers and Alternative Requirements Notice (UN AAN)

### 13. Competition Identification Number:

### Title:

### 14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

### \* 15. Descriptive Title of Applicant's Project:

County of Manatee HUD CDBG-DR Administrative Action Plan

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments