



**Community Development Block Grant Coronavirus Relief Funding (CDBG-CV)
Entitlement Program**

Application Instructions

Section I: Applicant Information

The application profile must reflect the requested information about the applicant, including demographics; the person who prepared the application; and the type of application. The applicant's name as it appears in the DUNS system must be included in the appropriate box in Part 1: Applicant Information.

Joint Agreements/Interlocal Agreements

Indicate whether or not activities will require an interlocal agreement. If activities will take place, or services will be extended or provided, outside of the applicant's jurisdiction, include in Appendix I: Applicant Information Supporting Documentation, an interlocal agreement signed by the chief elected officials, or legally designated individuals of the jurisdictions, that specifies:

- The units of local government (parties involved);
- The purpose of the interlocal agreement;
- A delineation of the cooperation between the parties involved;
- A description of the activities and the service area(s);
- The amount of funds being committed (and associated terms); and
- A statement that the project is not inconsistent with the local comprehensive plans of all involved jurisdictions.

1. Prior to application submission, a written interlocal agreement shall be executed by all local governments in whose jurisdictions the CDBG activities will be undertaken. The interlocal agreement must authorize the applying local government to undertake the activities outside its jurisdiction, giving the concurrence of the other local government(s) with the activity and committing resources by one or more local governments, or some other entity which has provided written assurance, to maintain the activity. Such an interlocal agreement must be submitted with the Application for Funding.
2. Each local government signing an interlocal agreement shall affirm that all activities, project areas, service areas, and job creation locations are not inconsistent with its comprehensive plan.
4. Any activity carried out by a recipient of CDBG-CV program funds must significantly benefit residents of the local government grantee, and the unit of local government must determine that the activity is meeting its needs in accordance with [section 106\(d\)\(2\)\(D\) of the Act](#). For an activity to significantly benefit residents of the recipient jurisdiction, the CDBG funds expended by the unit of general local government must not be unreasonably disproportionate to the benefits to its residents. Applicant must have legal authority to provide such services or undertake such activities and be supported by a signed interlocal agreement executed by both eligible local governments.

State of Financial Emergency

Indicate if the applicant is currently identified as being in a State of Financial Emergency pursuant to Section 218.50-218.504, Florida Statutes (F.S.).

Applicant Information Documents

A completed CDBG-CV Entitlement Program Application must be uploaded to the Qualtrics system using the Application File Upload field. Please use the naming format: Local Government Name CDBG-CV Application (example: Pensacola CDBG-CV Application).

Applicants who are requesting funds for multiple activities must submit an Application Additional Activities File Upload for each activity (up to 5 total). Please use the naming format: *Local Government Name CDBG-CV Application Additional Activity #* (example: Pensacola CDBG-CV Application Activity 1).

Supporting information must be uploaded in the Part 1-Application Information Supporting Documentation field. Every application must include:

- Local Governing Body Resolution for Signature Delegation and Application

All documents must be submitted in a single PDF or a Zip file and use the following naming format: *Local Government Name CDBG-CV Part #* (example: Pensacola CDBG-CV Part I).

Section II: Grant Request

Enter the total amount of grant funds requested. Amount should not exceed the allocation as noted on the [CARES Act CDBG-CV Round 2 Allocation Methodology for Florida Communities](#). Entitlement communities may apply for up to 5 distinct projects/activities. Each activity should be listed by a simple descriptive name and include the associated budgeted funds.

Section III: Citizen Participation

Local governments must advertise and conduct two public hearings, in accordance with 24 CFR 570.486, prior to submitting their applications for funding.

Both hearings must be advertised as described in the applicant's Citizen Participation Plan. The timing of the hearing notices must follow CDBG-CV regulatory requirements. CDBG-CV public hearings may be held no less than five (5) days after the date of publication.

1. The first public hearing should be held at the beginning of the application process, prior to submission of the pre-application. The notice should provide enough information about the available funding and allowable activities to allow citizens to be able to provide input.
2. The second public hearing notice shall not be published any sooner than one day after the first public hearing has been held and must contain a description of the proposed activities to be carried out, including the amount of the funding request and total cost of the activities. The second public hearing must be conducted prior to submission of the final application.
3. Local governments that do not submit a pre-application for DEO review will be required to complete both public hearings prior to submission of the final application. Notices for the hearings must follow the guidance in number 1 and 2 above.

A publisher's affidavit of the notices, minutes of the hearings signed by the local government clerk, and sign-in sheets (or equivalent) must be submitted to DEO as a part of the application documents.

Sample public hearing advertisements are available on the [DEO Downloads and Information for Applicants, Sample Documents](#).

Documentation of the citizen participation activities must be uploaded in Part III – Citizen Participation Documentation File Upload. Please use the

naming format: *Local Government Name CDBG-CV Part III*. The following documents shall be included:

- Copy of Four Factor Analysis;
- Copy of Language Access Plan (if applicable);
- Copy of Advertisements of First Public Hearing Notice;
- Copy of First Publishers' Affidavit;
- Copy of Minutes of the First Hearing;
- Copy of Sign-in Sheet for the First Hearing;
- Copy of Advertisements of Second Public Hearing Notice;
- Copy of Second Publishers' Affidavit;
- Copy of Minutes of the Second Hearing;
- Copy of Sign-in Sheet for the Second Hearing; and
- Copy of response(s) to comments or complaints (if applicable).

If certified copies of the public hearing minutes are not available by the application deadline, the agenda and available notes shall be included in the application, and certified copies must be provided by the end of the "completeness period" or the application shall be rejected.

If an affidavit of publication for one of the public hearings is not available at the time the application is submitted, a tear sheet from the newspaper with the notice must be included in the application. The affidavit must be provided to the grant manager by the end of the completeness period or the application shall be rejected.

Section IV: Activity Description

Applicants must include a brief two to three sentence description of the proposed CDBG-CV activity using the following format:

An example: The Town will use the CDBG-CV award to construct improvement to its senior center that will allow it provide services. The HVAC will be upgraded to protect against airborne virus and the facility will be expanded to allow for social distancing when services are restored.

Applicants must also clearly summarize the proposed project and intended outcomes in no more than 500 words. The summary must be included in the Part IV – Activity Description File Upload. The information below must be included in the project summary:

1. A summary description of the proposed activity must include the following information:
 - Activity description;
 - Justification of need for CDBG-CV funding (tie to COVID-19);
 - Description of the service area; and
 - Beneficiaries (Total, Very Low-Income and Low- to Moderate-Income) of the activities.

Applicants must upload a *detailed* project narrative that includes all applicable information below. The detailed project description is limited to 3 pages and must have margins no smaller than one-half inch. Font used must be no smaller than 10pt.

The information below must be included in the project narrative:

1. A narrative description of the proposed activity must include the following information:
 - Detailed activity description;
 - Explanation of the need for CDBG-CV funding;
 - Proposed construction timeline (e.g., begin construction 90 days after award);
 - Quantity and location of activity within the service area;
 - Purpose of the activity (if not readily apparent); and
 - Beneficiaries (Total, Very Low-Income and Low- to Moderate-Income) of the activities.
2. Describe all activities to be undertaken without regard to the funding source.
3. Describe any activities in which a portion of the construction will occur outside of the applicant’s jurisdiction.
4. If funds from other sources are being leveraged, describe how the funds will be used (what they will pay for, etc.).
5. The narrative for Economic Development applications must include a statement regarding, or description of, the following:
 - The roles of all Participating Parties, local governments, agencies, and other parties whose actions or participation are necessary for the project’s success;
 - The number and types of jobs to be created and/or retained;
 - Anticipated training needs of LMI persons who may apply for the created jobs; how and who will provide the training; and
 - That the cost per job to be created and/or retained by each Participating Party as a direct result of the CDBG-CV assisted activity is \$85,000, or less, in CDBG-CV funds.

National Objective/Eligible Activity

Applicants must identify the national objective and eligible activity for each proposed activity. Applicants must select the appropriate IDIS matrix code for each proposed activity. If the appropriate matrix code is not available in the drop-down list, contact DEO immediately to discuss the proposed activity.

Projected Timeline

Briefly explain the following:

- Months from Award to Execution of Activities;
- Months from Activity Contract to Activity Implementation; and
- Months from Activity Implementation to Completion.

Documentation for the Activity Description must be uploaded in Part IV – Activity Description File Upload. Please use the naming format: *Local Government Name CDBG-CV Part IV* (example Pensacola Activity). The following documents shall be included:

- Detailed Project Description;
- Detailed Project Timeline;

- Project Timeline Supporting Documentation (as necessary);
- Readiness to Proceed Certification; and
- Site Control Certification.

Maps (Required)

Please review the requirements for the maps carefully. If the Department requests revisions to any of the maps, and the revisions are not provided within the time provided by DEO, the application will not be eligible for award. The maps must be legible. The following maps must be included with all applications and uploaded in Part IV – Maps File Upload. All maps must be in a PDF format and submitted as a single document or zip file. Please use the naming format: *Local Government Name CDBG-CV Maps Part #* (example: Pensacola CDBG-CV Maps Part IV).

Information on creating a zip file can be found here: <https://support.microsoft.com/en-us/windows/zip-and-unzip-files-8d28fa72-f2f9-712f-67df-f80cf89fd4e5>

Jurisdiction Map.

- A scale;
- A north arrow; and
- The boundaries of the locality.

Service Area Map(s) – a map for each service area.

- A scale;
- A north arrow;
- The boundaries of the service area(s) where the activities will be conducted;
- A visual representation of all proposed project activities; and
- Major street names, route numbers, or easily identifiable landmarks for orientation.

Detailed Project Map – a map showing where all project activities will take place. Multiple maps may be required to include enough detail on the project activities for public infrastructure projects.

- A scale;
- A north arrow;
- The location of all businesses being impacted by the project (commercial revitalization), or the location of all Participating Parties (economic development);
- The boundaries of a special designation area being claimed for points (if smaller than the jurisdiction’s boundaries);
- The names, streets, route numbers, or easily identifiable landmarks where all service area activities are located; and

- A visual representation of all proposed CDBG-funded activities (street improvements and parking, pedestrian malls and parks, drainage features, utility improvements, façade renovation, fire hydrants, lift stations, water and sewer plants, elimination of blight, and other CDBG-funded activities);

Section V: Sub-recipient Information

If the grantee intends to use a subrecipient to carry out the activity, complete all requested Subrecipient information fields. Subrecipients differ from contractors or consultants. Under most circumstances the distinction between a contractor and a subrecipient is clear. A development firm hired to build a new senior center is a contractor. A community development corporation running senior service programs at the center is a subrecipient. While a subrecipient can be designated by the grantee, contractors must be selected following procurement requirements of 2 CFR 200.

Applicable documentation must be uploaded in Part V – Subrecipient Information File Upload. Please use the naming format: *Local Government Name CDBG-CV Part #* (example: Pensacola CDBG-CV Part V). The following documents shall be included, if applicable:

- Commitment letter(s);
- Applications; and
- Other supporting documentation.

Section VI: Activity Budget

Applicants must include a detailed project budget for all costs associated with the project/program. There is no specific format for providing the budget assumptions, however, they are an important element of your application and should clearly correspond with the amounts listed in budget forms. This is your opportunity to demonstrate you have clearly thought through all financial aspects of the project and have solid rationale for the administration and project costs and the need for CDBG-CV investment to make the project successful.

Explain the proposed project budget, detailing how you derived costs for each activity cost of the budget form. Your assumptions should include:

- How this budget is reasonable and appropriate considering the scope, substance, and duration of the proposed project;
- The basis and the assumptions behind the activity cost calculations (be detailed and specific); and
- Detail on any equipment purchases using CDBG funds over \$300.

Applicable documentation must be uploaded in Part VI– Activity Budget Documentation File Upload. Please use the naming format: *Local Government Name CDBG-CV Part #* (example: Pensacola CDBG-CV Part VI). The following documents shall be included, if applicable:

- Detailed Project Budget; and
- Additional Supporting Documentation to justify proposed costs (i.e., engineers estimate, proposals, quotes, etc.).

Section VII: Acquisition

All CDBG-CV projects are subject to the statutory requirements of the Uniform Relocation Assistance and Real Property Acquisition Act (URA). Projects requiring acquisition, including easements, must describe the status of the acquisition. For all other projects, briefly describe the status of site control for all property necessary to complete the project.

Applicable documentation must be uploaded in Part VII– Acquisition File Upload. Please use the naming format: *Local Government Name CDBG-CV Part #* (example: Pensacola CDBG-CV Part VII).

Section VIII: Meeting a National Objective of the Federal Act

The Housing and Community Development Act requires that each activity assisted with CDBG funds must meet one of three national objectives:

- Benefit to low- and moderate-income (LMI) persons;
- Aid in the prevention or elimination of slums or blight; and
- Meet a need having a particular urgency (referred to as urgent need).

The applicant will need to demonstrate that it meets the required objective by providing all required documentation and answering all relevant questions:

Benefit to Low- and Moderate-Income Persons – Area Basis

To show that a project benefits an area of low- and moderate-income people, the following questions must be clearly answered in the application:

1. What are the boundaries of the service area?
2. How do the boundaries correspond to the project's intended beneficiaries?
3. Using HUD Census data or a certified income survey, what percentage of persons in the service area is of low- to moderate-income?
4. How were the income characteristics of the target population determined?
5. Is the proposed facility available to all service area residents?

Applications utilizing an Income Survey for documentation of Low- to Moderate-Income Area Benefit status must include an Income Survey map . The map must include:

1. Boundaries of the service area surveyed; and
2. A visual representation of all the housing units and, for surveyed homes, color or other coding indicating whether the home is LMI, VLI, vacant, or exceeds the income limits for these categories.

If using a survey that was completed for a previous CDBG project, state the subgrant number and year the survey was conducted.

Benefit to Low- and Moderate-Income Persons- Limited Clientele Basis

There are eight groups of people that are presumed by federal regulations to be of low and moderate income. Those groups are as follows:

- Senior citizens (people who are 62 years of age, or older);

- Migrant farm workers;
- Abused children;
- Battered spouses;
- Severely handicapped adults;
- Homeless persons;
- Illiterate adults; and
- Persons with AIDS.

For Limited Clientele projects serving other targeted groups, benefit to low- and moderate-income persons must be documented (in-take documents, pre-qualification in other programs, etc.).

For a limited clientele project, the following questions will need to be clearly answered in the application:

1. Who will use the proposed facility? Are the beneficiaries in a group presumed to be low- and moderate-income, or will beneficiaries be qualified based on income?
2. Will any other groups or the general public also use the facility? If so, to what extent?
3. If the facility is to be used on an income-eligible basis, how will income and family size information of users be documented? If less than 100% of users are to be of low- to moderate-income, how was the percentage of low- to moderate-income users determined or estimated?

Benefit to Low- and Moderate-Income Persons- Jobs

An LMI Jobs activity is one which creates or retains permanent jobs, at least 51 percent of which, on a full time equivalent (FTE) basis, are either held by LMI persons or considered to have been made available to LMI persons.

For a LMI Jobs project, the following questions will need to be clearly answered in the application:

1. Is the project proposing job creation or job retention?
2. How were the number of jobs to be created or retained determined?
3. How many jobs will be created or retained?
4. How was it determined that at least 51% would be held or made available to LMI persons?

All job retention projects will need to include the source documentation providing that 51% of all jobs are LMI.

Benefit to Low- and Moderate-Income Persons- Housing (prior approval from DEO required)

For any type of housing activity, compliance with the LMI benefit is based on the initial occupancy of the housing following completion of the CDBG-CV assisted work.

Prevention or Elimination of Slums or Blight – Area Basis (prior approval from DEO required)

The following questions must be answered in the application:

1. What are the boundaries of the area?
2. What are the conditions that cause the area to be considered blighted?
3. What percentage of buildings in the area are deteriorated? How are they deteriorated?
4. What public facilities in the area are deteriorated? Describe this deterioration.
5. How will the proposed project remedy one or more of the blighted conditions described above?

The following documentation must be attached to a slum and blight, area basis application:

- Municipal resolution passed by governing body that describes boundaries of the specific blighted conditions within the area, and officially designates an area as a slum, blighted, or an area in need of redevelopment in accordance with 24 CFR 570.483(c) and Sections 163.340(7)-340 (10), Florida Statutes (F.S.).

Prevention or Elimination of Slums or Blight – Spot Basis (prior approval from DEO required)

The following issues must be addressed in the application:

1. Show the specific blighted or deteriorating structure that will be affected by the proposed project.
2. Provide a detailed description of conditions to be remedied by the proposed project, accompanied by a detailed statement of activities to address those conditions.

The following documentation must be attached to a slum and blight spot basis application:

- Municipal resolution passed by governing body that describes the blighted or deteriorating structure, including a legal description, and officially designates the structure as blighted under a spot basis.

Spot basis slum or blight projects are limited to five project activities: acquisition; relocation; clearance; historic preservation; or limited rehabilitation to correct specific conditions detrimental to public health and safety. **Please note a spot basis blight project must not be located within a designated blight area.**

Urgent Need (prior approval from DEO required)

Urgent need qualified activities must meet the following criteria and be specifically addressed in the application:

- The existing conditions must pose a serious and immediate threat to the health or welfare of the community;
- The existing conditions are of recent origin or recently became urgent (generally, within the past 18 months);

- The grantee is unable to finance the activity on its own; and
- Other sources of funding are not available.

Accomplishments

Enter the proposed accomplishments for the activity according to one (1) of the following unit types:

- Proposed Beneficiaries;
- Proposed Housing Units; or
- Proposed Jobs.

Please use the naming format: *Local Government Name CDBG-CV Part #* (example: Pensacola CDBG-CV Part VIII). Applicable documentation includes the following:

- National Objective Supporting Documentation (if applicable).

Section IX: CARES Act Justification (Tie to COVID, Need and Outcomes of the Activity)

Applicants must describe how this activity will prevent, respond to, or assist in the recovery from the coronavirus pandemic. Justification is limited to 2 pages and must have margins no smaller than one-half inch. Font used must be no smaller than 10pt.

The applicant will need to demonstrate the need for and the impact of the CDBG-CV assistance by addressing the following:

- Clear explanation of the unmet need;
- Clear explanation that the need cannot be resolved without the CDBG-CV assistance;
- Clear description of the intended project outcome(s); and
- Clearly addresses how outcomes will be measured.

Supporting documentation must be uploaded in Part IX– CARES Act Justification File Upload. Please use the naming format: *Local Government Name CDBG-CV Part #* (example: Pensacola CDBG-CV Part IX). Supporting documentation that should be uploaded as a single file or compressed ZIP file includes the following:

- CARES Act Justification (maximum one page);
- Need and Outcomes Supporting Documentation (as necessary); and
- Documentation Related to Tie to COVID-19 (as necessary).

Section X: Environmental Review

For Exempt or Categorically Excluded Not Subject To projects, applicants must include the Certificate of Exemption/CENST with the application, signed by the Certifying Officer.

For all projects that are Categorically Excluded Subject To or requiring a full Environmental Assessment, applicants must include a description of the project, the level of review required, and the status of the review.

All applicants must attach a completed Status of Environmental Review form signed by the Certifying Officer.

Supporting documentation must be uploaded in Part X– Environmental Review File Upload. Please use the naming format: *Local Government Name CDBG-CV Part #* (example: Pensacola CDBG-CV Part X). Supporting documentation that should be uploaded as a single file or compressed ZIP file includes the following:

- Signed Certificate of Exemption/CENST (if applicable);
- Signed Status of Environmental Review Certification; and
- Documentation of Environmental Review completion (if applicable).

Please indicate whether the local government is a current participant in the National Flood Insurance Program.

100-Year Flood Prone Area Map (Unless the U.S. Federal Emergency Management Agency has not issued an official flood map covering the location of the service area or project area.) To include the following:

- The boundaries of the service area where the activities will be concentrated;
- The location of all project activities;
- The location of all designated wetlands; and
- An enlarged portion, or portions, of the flood prone area if any activities are located in whole, or in part, in the flood prone areas.

100-Year Floodplain Map must be uploaded in Part X– Environmental Review Maps Upload. Please use the naming format: *Local Government Name CDBG-CV Maps Part #* (example: Pensacola CDBG-CV Maps Part X).

Section XI: Activity Experience

The applicant must describe the experience of the Entitlement and/or the sub-recipient for the activity which funds are being requested. All applicants must complete the Key Personnel Template provided by DEO.

Supporting documentation must be uploaded in Part XI– Activity Experience File Upload. Please use the naming format: *Local Government Name CDBG-CV Part #* (example: Pensacola CDBG-CV Part XI). Supporting documentation that should be uploaded as a single file or compressed ZIP file includes the following:

- Key Personnel Template; and

- Resumes or Narratives (as necessary).

Section XII: Duplication of Benefit

CDBG-CV funds cannot be used to pay for eligible costs that have already been paid for, or will be paid for, by another Federal program, insurance, or other sources. If this occurs, the grantee must repay its CDBG-CV grant. A grantee must check to see that subrecipients, assisted individuals or families, businesses, and other entities that receive CDBG-CV assistance have not previously received, or will not receive, duplicative assistance from another source before CDBG-CV assistance is provided.

Projects that will be providing a direct benefit to persons, households, or businesses must describe how duplication of benefit will be avoided. Including the process that will be used for verification and documentation.

Include all supporting documentation, such as DOB policies and checklists that will be used in Part XII– Activity Experience File Upload. Please use the naming format: *Local Government Name CDBG-CV Part #* (example: Pensacola CDBG-CV Part XII). Supporting documentation should be uploaded as a single file or compressed ZIP file.

Section XIII: Applicant Capacity

Applicants should briefly describe their experience with administration of the CDBG program. Grantees should include a description of how they will administer this grant and staff capacity to do so. Entitlements should include information on any HUD monitoring findings in the past five (5) years, including the funding source finding and the status of each finding, including the actions taken to resolve the finding.

Supporting documentation can be uploaded in Part XIII– Applicant Capacity File Upload. Please use the naming format: *Local Government Name CDBG-CV Part #* (example: Pensacola CDBG-CV Part XIII). Supporting documentation should be uploaded as a single file or compressed ZIP file.

Section XIV: Application Submission Certification

Local Governing Body’s Resolutions for Signature Delegation and Application Submission

Attach a copy(ies) of the signed resolution(s) designating who can sign the CDBG application, and other documents if the resolution includes signature authority for contracts, modifications and other CDBG documents, and approving the submission of the CDBG application.